

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

06/21/05

Created

TITLE: UTILITIES PRINCIPAL ANALYST

DEFINITION

Under general direction, to perform supervisory and/or lead supervisory professional, technical, analytical and related duties in the areas of accounting, budget administration, financial and economic forecasting for the Public Utilities Department; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the lead/supervisory class in the Utilities Analyst series. Work involves responsibility in the application of advanced professional knowledge and skills to the systematic management of various accounting programs. This class is distinguished from the Utilities Senior Analyst by the higher degree of managerial responsibility assigned; for overseeing and performing difficult and complex work involving research, analysis and the preparation of sound recommendations; and by the supervision of para-professional and professional level subordinates. Incumbents in this class use independent judgment and frequently and independently carry out general administrative assignments.

REPORTS TO: Utilities Finance/Rates Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utilities Finance/Rates Manager. Exercises functional, technical, lead and supervisory direction over professional, para-professional, technical and administrative support staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Oversee the work of assigned staff; train employees on work methods and procedures, financial planning, economic and budget analysis, cost of service and rate design activities and procedures.
- Participate in the development of policies and procedures to improve the Public Utilities Department's financial and administrative operations, including developing section goals, objectives, policies and priorities.
- Provide highly technical expertise in the areas of budget administration, financial planning, cost of service, rate design and economic analysis.
- Provide oversight and training to Utilities Management in budget theory, methodology and techniques regarding budget planning.
- Analyze departmental financial and administrative systems and procedures; develop and implement new accounting and/or financial systems.
- Analyze a variety of monthly and quarterly financial reports and statements for the department, bond rating agencies, materials related to electric and water rates and fees, federal and state agencies, Board of Public Utilities and City Council.
- Oversee departmental accounting-related activities within the Department and with other City Departments, including the annual audit and the development of applicable reporting and monitoring systems.
- Analyze proposed water and electric projects, perform cost-benefit analysis, recommend course of action, and provide justification including fiscal reliability/risks of such projects.

- Oversee cash flow analyses, financial reports, planning models, and other analysis to assist in short and long-term financial planning for the electric and water utilities; develop, administer and monitor financial models; develop forecasts of revenues, expenses and fund balances for the Department.
- Monitor the five-year financial forecast for the water and electric utilities, modify complex computer models as necessary to reflect changes in supply plans, rate designs, consumption levels, capital plans and policies, economic conditions or other applicable factors.
- Ensure revenues, expenses and fund balances comport with budget and Department policy; develop changes in Department fiscal policy, as needed.
- Respond to financial and rate surveys and requests for information from other utilities, governmental and outside agencies.
- Make presentations to the Public Utilities Board and City Council when necessary.
- Monitor recording of Utility revenues.
- Prepare the revenue budgets for the electric and water utilities.
- Testify as an expert witness before the Public Utilities Board and City Council regarding cost of service studies and on revenue requirements and rate design.
- Prepare rate case testimony by analyzing financial and rate information; developing charts and graphs.
- Serve as Utilities Finance/Rates Manager as required.

QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles and fund accounting practices as they apply to Utility accounting.
- Principles of financial administration, including municipal budgeting, reporting and control.
- Modern and complex principles of financial and statistical analysis, economics, marginal pricing, financial planning and forecasting.
- Modern computer applications including financial, word processing, statistical, database, graphics and spreadsheet.
- Federal Energy Regulatory Commission Uniform System of Accounts.
- Pertinent federal, state and local laws and regulations.
- Principles of internal control.
- Accounting and work order systems.
- Methods of calculating investment returns, assessing risks, and determining the optimal allocation of resources.
- Principles and practices of supervision and performance appraisal.

Ability to:

- Prepare a variety of financial statements, reports and analysis.
- Develop and administer sound financial policies.
- Develop models to simulate complex financial activity.

- Perform statistical and financial analysis.
- Analyze and evaluate new program techniques, methods and procedures.
- Understand and analyze complex power and water supply agreements and contracts.
- Principles of cost allocation techniques and methods of cost allocation.
- Use computers and related software in the analysis of financial information and the preparation of charts and graphs and other reports.
- Principles of supervision and training.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and explain City policies regarding budgeting, accounting and financial reporting.
- Make effective oral and written presentations.
- Interpret rate schedules and design innovative water and electric rates.
- Provide training to lower level professional and technical staff relating to cost of service, rate design and theory, methodology and techniques regarding budgeting.
- Orally explain cost of service concepts and successfully defend studies before the Public Utilities Board and City Council.
- Make effective presentations and provide expert testimony to the Public Utilities Board and City Council.
- Prepare clear, concise and accurate reports.
- Interpret and prepare complex financial and legal documents used in debt issuances.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in accounting or business administration. A Certified Public Accountant licensure is highly desirable.

Experience: Six years of responsible experience in governmental or commercial accounting and/or auditing, preferably with utilities. One year of supervisory experience is desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Principal Analyst

TO: Utilities Finance/Rates Manager